



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE:	Executive Assistant
LOCATION:	Office of the President and Marketing & Communications Department
REPORTS TO:	Assistant to the President and Director of Marketing & Communications
GRADE & SALARY:	BOE 8
WORK SCHEDULE:	Non-standard, 35 hours per week
SUPERVISES:	Supervise student help

BASIC FUNCTION: To assist the Office of the President including the Chief of Staff, and the Director Marketing, Communications and Publications with the implementation and planning of day-to-day operations. To serve as the "point" person for planning activities and information. This position is responsible for providing extraordinary customer service to staff, faculty, the CCRRI community and Board of Education. Provide administrative support for the staff of the Office of the President and Marketing & Communications including the processing of general and confidential correspondence. .

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead specific planning initiatives involving a specific subject matter under the direction of the Chief of Staff, Assistant to the President, and Director of Marketing, Communications and Publications.
- Resolve issues not requiring the immediate attention of the Chief of Staff, Assistant to the President and Director of Marketing. Keep all above apprised of related issues and concerns.
- Work with search committees led by senior administrators and serving as the prime point of contact for applicants and finalists for high-level job searches, including, but not limited to being the face of the college and making the key favorable first impression of the institution by efficiently scheduling interview arrangements and being responsive to the candidate's inquiries.
- Work on behalf of the Chief of Staff, Assistant to the President and Director of Marketing to communicate sensitive decisions and expectations in a diplomatic fashion to all constituents.
- Perform complex clerical tasks as necessary, including but not limited to generating correspondence and reports, maintaining confidential records and files, responding to telephone, email and mail inquires, controlling appointments and visitors, making travel, conference/seminar arrangements and ordering department supplies for Office of the President and Director of Marketing, Communications and Publications.
- Work directly with department chairpersons, faculty, students, administrators, and staff, as well as external agencies, institutions, board of education and the general public on projects and initiatives of importance to the college.
- Assist the President's Office in developing, implementing, and evaluating special projects. Create and maintain various databases, spreadsheets, and other

computerized files.

- Maintain confidential files and ensure the confidentiality of all office transactions, files, and reports.
- Assist with the planning, scheduling, and conduct of often times large-scale college-wide activities, including, but not limited to, Opening Day, Commencement, President's Council activities, Executive Retreat, Board meetings and other college events.
- Make travel and conference/seminar arrangements for conferences and special functions.
- Maintain current awareness of features, modifications, and/or enhancements of software used in the office, division, and college.
- Schedule appointments and meetings.
- Manage multiple calendars for Chief of Staff, Director of Marketing, Communications and Publications and President's calendar in the absence of Assistant to the President.
- Maintain Marketing and Communications departmental calendar.
- Serve as a liaison with all academic, administrative, and student services offices within the college.
- Process, review and maintain schedule of invoices for payment for President's Office and Marketing and Communications Department. Prepare requisitions via the college's financial information system according to college policies and procedures for the Office of the President and Marketing Department.
- Compose and proofread general correspondence.
- Coordinate documentation for Marketing and Communications Department submissions for annual marketing awards.
- Responsible for ordering and maintaining master name badge list for employees and distribution of formal CCRI name badges for the College.
- Process, evaluate, execute and ensure memberships for the President's Office and Marketing and Communications departments are maintained, including creating requisitions for renewal and tracking renewal dates.
- Maintain a docket of files, letter books, a r c h i v e s and other specific systems, including confidential material, required and generated within the President's Office and Marketing
- Act as Executive Assistant to the President in the absence of the Assistant to the President. Attend meetings for the President, in absence of Assistant to the President, to record and transcribe minutes.
- Train, schedule and supervise student intern.
- Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

- Knowledge and use of personal computer and enterprise software systems; calculating equipment; copying equipment; telephone system and related office/business technical devices.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Associate's Degree in Business, Accounting, Management or related field required. Bachelors degree preferred.
- At least 8-10 years of experience in a similar position required, preferably in an executive office environment.
- Strong interpersonal and communications skills are essential.
- Must be able to understand and maintain the confidentiality of all transactions and communications.
- The ability to respond to all constituents, both internal and external, via telephone or in person,

in a polite, sensitive, and competent manner is an absolute necessity.

- Proficiency in the routine clerical aspects of an administrative office environment, including, but not limited to knowledge of word processing functions, photocopiers, and fax machines, with particular emphasis on the Microsoft suite of programs, as well as electronic calendar scheduling is required.
- The ability to provide exemplary customer service, maintaining an office environment conducive to the varying needs of both internal and external constituents is required.
- The ability to record and transcribe minutes of meetings as needed is required.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor

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